



USAFA

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Supply

RECEIPT PROCESSING

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AFMAN 23-110, Vol II, Part Two, Chapter 10, is supplemented as follows:

Section A General Procedures

10.4.1. Volume does not justify electronic counting scales.

10.5.4.1. Use procedures in paragraph 10.5.4.2 at USAFA.

10.7.2. Stock Control will be responsible for and perform all required actions to clear 356 rejects.

Section C Processing of Specific Types of Items

10.26.1. (Added) Processing of Academy Specification Items:

10.26.1.1. (Added) Furniture manufactured to Academy Specifications, both from GSA and local purchase sources, and some technical laboratory equipment may be beyond the scope of routine inspection. They may require inspection by Contracting or Faculty technicians, but this does not relieve Supply of responsibilities for processing receipts for such items.

10.26.1.2. (Added) When an item requires inspection by a technician outside of Supply, Receiving personnel will suspend action (process EDD update) on the receipt. Follow up on all delayed receipts daily until processing is complete.

10.26.1.3. (Added) The inspecting technician will make every effort to conduct this inspection as soon as possible to preclude unnecessary delays in processing receipts.

10.26.1.4. (Added) When property is to be received on-site, Supply must be present to exercise processing responsibilities with the exception of bulk delivery material. The presence of a representative of Contracting for inspection of Academy specification property is also required for items on order for Civil Engineering.

Section D Local Purchase

10.37.2. SF 364 will be used at USAFA.

10.37.2. Note. Receiving will work SF 364, Report of Discrepancy.

10.38.5. Receiving will contact Base Contracting directly as required.

10.38.9. Receiving may load LPS status to clear 317 Rejects (Status Detail Not Loaded).

10.44. Receiving will hold property which is rejected for inferior quality or other reasons, pending the outcome of negotiations between the Air Force and the contractor. Receipt processing will be delayed until the discrepancy is corrected.

10.45.10. No Chief of Supply option required for USAFA.

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